



Guide to creating and inviting to meetings in video meeting rooms with Cisco Meeting Server



Guide to creating and inviting to meetings in video meeting rooms

The regional video meeting room (Cisco Meeting server) can be used for cross-sector video meetings. All the employees of the Region can create and invite to meetings, while everybody else can take part in them. You have the possibility to meet with one or several participants in your video room.

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Video room on your PC

1. Log in

1.1 Open Google Chrome

It is also possible to access the Cisco Meeting via Safari or Firefox.

1.1.1 Installing Google Chrome

If you don't have Google Chrome installed on your PC:

- Open Software Central Shop (icon on the computer desktop)
- Search after Chrome
- Click on "Install" and "Place order"
- Await Google Chrome installation on your PC.

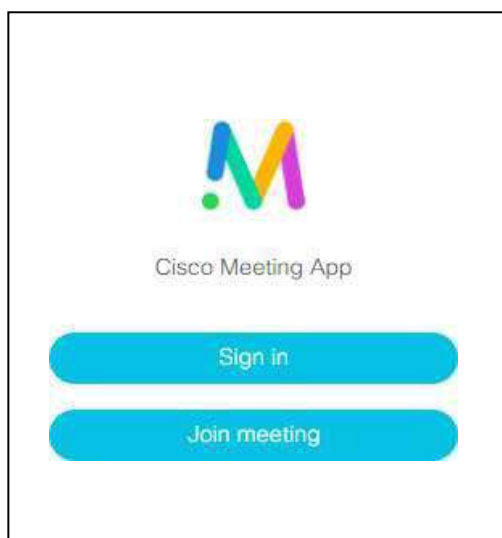


1.2 Go to your video meeting room on <https://meet.rsyd.dk>

- In the address bar write <https://meet.rsyd.dk>

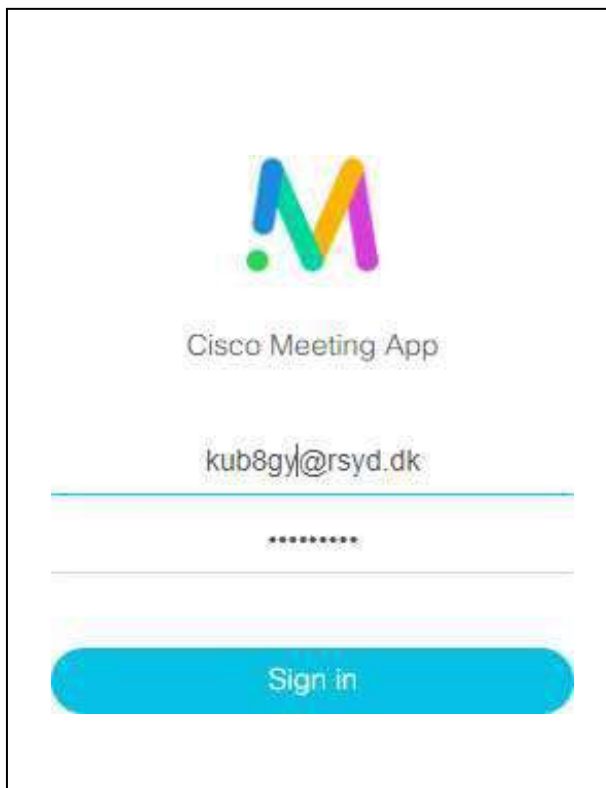


You will see the screen below.



1.3 Log in

- Click on '**Sign in**'
- You log in with your AD, followed by *@rsyd.dk*, for instance *kub8gy@rsyd.dk*
- Your AD is the username and password you use, when you log in a computer
- Click on 'Sign in' again



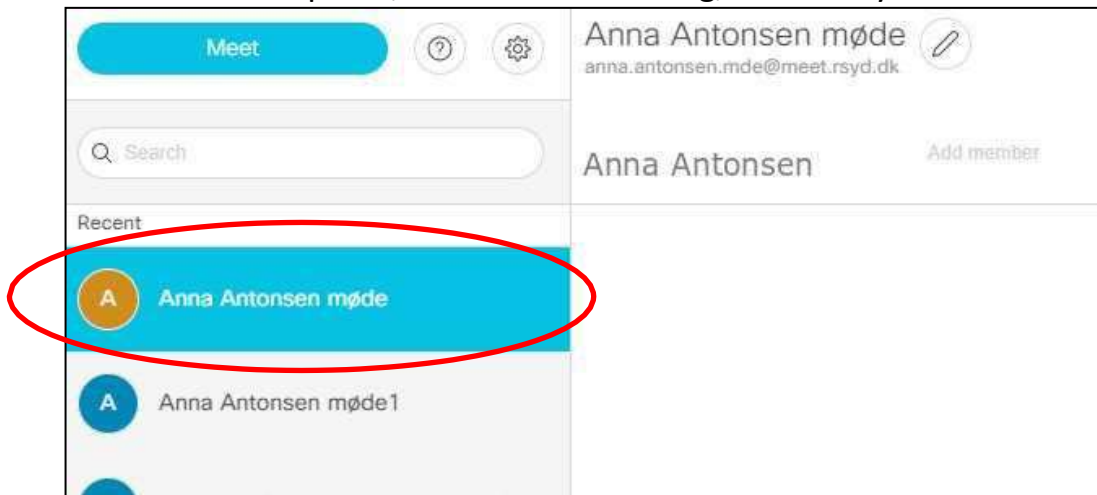
2. Your personal video meeting room – invite others to the video meeting

After you log in, you arrive to your personal video meeting room, where you can create other video meeting rooms and invite relevant participants.

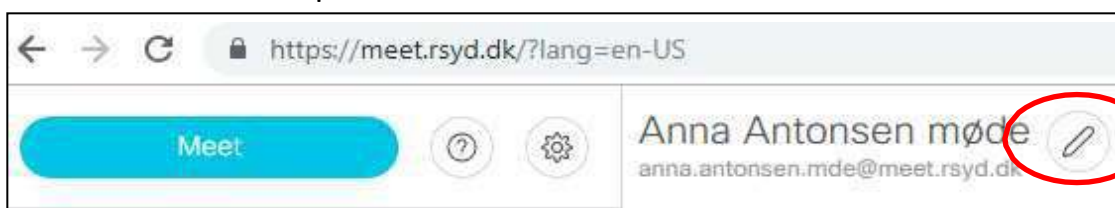
2.1 Set up a code to your meeting

You can set up a code to your meeting.

- In the left panel, click on the meeting, to which you want to set a code.



- Click on the pen.



- Type a numerical code in the 'Passcode' field
- Click on 'Save'

A screenshot of the 'Edit Anna Antonsen møde' form. The form has a title 'Edit Anna Antonsen møde' and two buttons at the top: 'Leave space' and 'Delete space'. Below these are fields for 'Space name' (containing 'Anna Antonsen møde'), 'Guest access' (with a checked box for 'Allow non-members to join this space'), 'Passcode' (with a red circle around the label and a text input field containing '....'), and 'Video address' (containing 'anna.antonsen.mde@meet.rsyd.dk'). At the bottom, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red circle.

2.2 Invite the municipality to your meeting via the digital healthcare platform



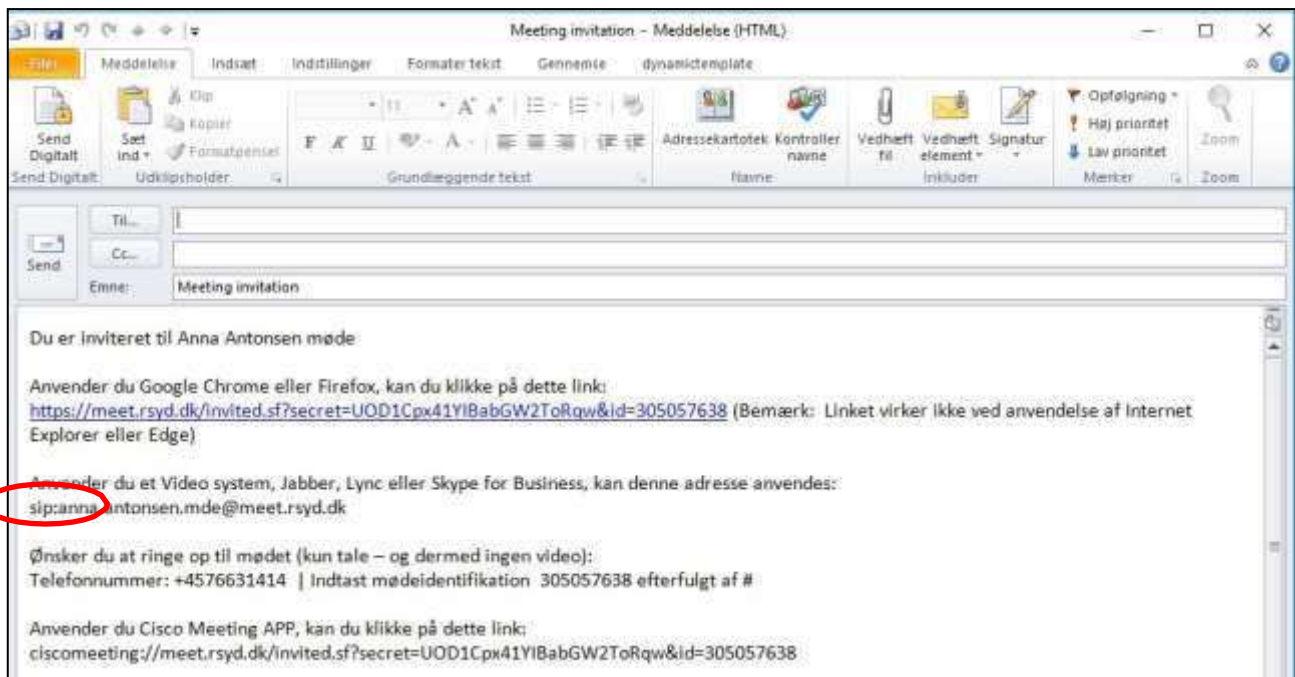
- Click on 'Copy invitation' in the top right corner

Paste the copied text in the digital healthcare platform along with the phone number of the meeting organizer.

2.3 Invite relatives/others to your meeting



- Click on 'Send email'
- The invitation will open automatically in Outlook, and there you can invite other relevant participants by adding recipients in the address line.
- Before you send the e-mail, make sure to erase the "sip:" prefix (see the next page). If "sip:" is not erased, the participants would not be able to call into the meeting.

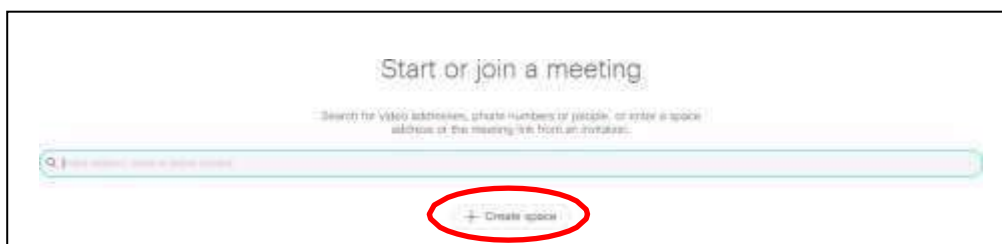


2.4 Create more video meeting rooms

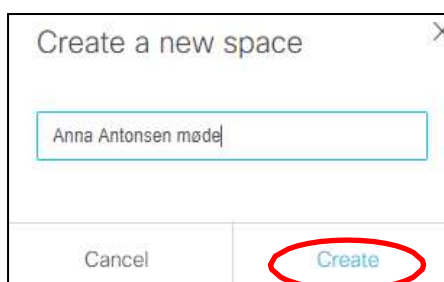
- Click on 'Meet' in the left panel



- Click on 'Create Space'



- Give your meeting a name
- Click on 'Create'

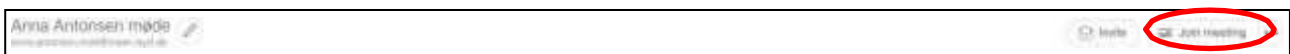


3. Participate in your own video meeting room

You have several possibilities to participate in your own video meeting. They are described in the following sections.

3.1 Participate via your video meeting room on meet.rsyd.dk

- Log in to your video meeting room as described in §1.2 and §1.3
- In the left side of your screen, click on the video meeting room you want to participate in (the meeting name will become blue)
- You can see who joined the meeting already, since their names will be visible on your screen
- Click on 'Join meeting' in the right corner.



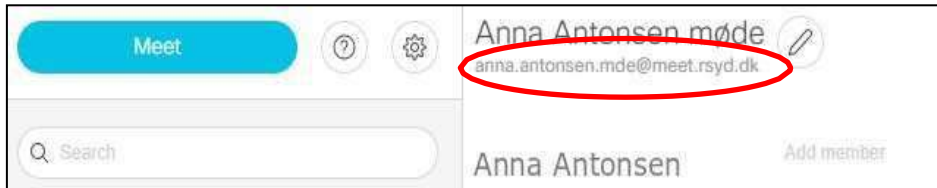
- End your meeting by clicking the red button.



3.2 Participate via Jabber

4. It can be advantageous to use Cisco Jabber if you have it installed, as it will deliver the best audio and video quality.

- Copy the address seen in your video meeting room



- Open Jabber
- Copy the address in the call bar and click on the green button to initiate the call



If the meeting has a code, Jabber will prompt you for the code for participating in the meeting.

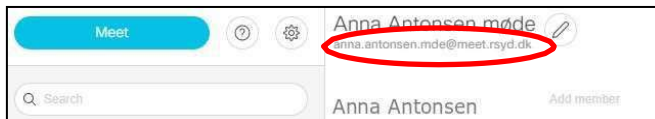
- Click on the keyboard.
- Type your code, ending it with the # (hashtag) sign.



- End the meeting by clicking the red button.

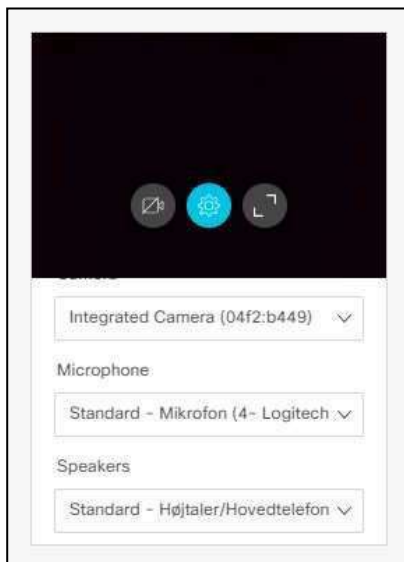
4.2 Participate via video system/conference equipment

- Turn the equipment on
- Use the name for the video meeting room as seen on the page for the meeting room, which you want to use
- Type the name of the conference equipment and initiate the call (for instance Anna.antonsen.mde@meet.rsyd.dk)



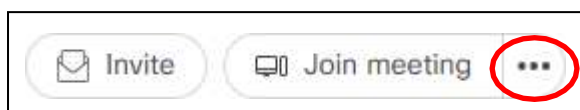
5. Audio and video

- Click on the settings (cogwheel) icon in the bottom left corner.
- Click on the camera, microphone and speakers respectively to select the right unit.
- Click on the settings icon again to close the menu down.



Or

- Click on the three dots in the top right corner
- Test the right settings for the microphone, speakers and camera.

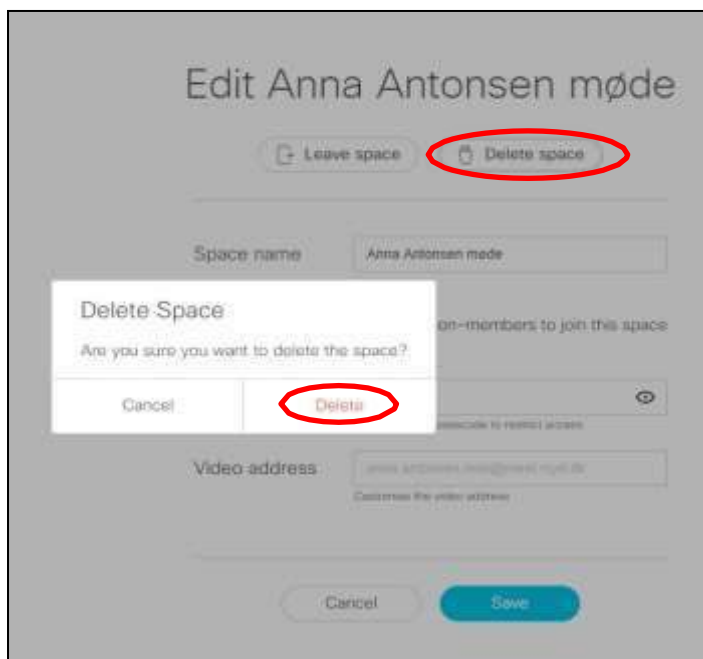


6. Erase your video meeting room

- Click on the pen



- Click on 'Delete space'
- Confirm by clicking 'Delete'



7. Own notes